

## ATTACHMENT 3L3

### SAMPLE CONFIRMING LETTER FOR CHARGED PARTY WITNESS

(date)

Name of Witness  
(Address)

Re: Case Name and Number

Dear Mr./Ms. (Name):

This letter confirms our telephone conversation today concerning the investigation of the unfair labor practice charge in the captioned case. Specifically, we discussed the Union's allegation that (name) was denied a Union representative at a meeting to discuss delinquent charges on her government credit card account.

As we discussed, the meeting at issue was held on (date) and was attended by (names). You stated to (name) that the purpose of the meeting was primarily to counsel (name) regarding a report of a delinquency in (her/his) Government American Express card account. You stated that you began the meeting by first asking (name) whether she had the card with her. She said that she did not and then left the room briefly to retrieve it. After (name) returned with the card and gave it to you, you wrote the card number down on a piece of paper.

When (name) returned she handed you the card and you then showed it to (name) who compared the account number with the number on the delinquency report. You recalled that (name) kept stating that she paid her bills, or words to that effect. You asked her about her use of the card and she responded that she did not

remember for what purpose the card was used because it had been many months since she used the card. You then informed her of potential disciplinary action that could result if it were determined that the card was misused.

Finally, you stated that before you began to ask (name) questions that she requested representation. You stated that you denied the request because you did not believe the meeting to be investigation. Rather, you believed that it was a counseling session, and that under these circumstances (name) was not entitled to representation.

If any of the above-described facts are in error or are incomplete in any way, please contact me by telephone at (number) or in writing on or before (date). If the facts as described are accurate and complete, please sign in the space below in which you acknowledge that the facts as presented are accurate and complete. In addition, this letter will be submitted to the Regional Director as evidence that s/he will consider in deciding this case.

I appreciate your cooperation in the investigation of this case.

Sincerely,

Field Agent

I, \_\_\_\_\_, acknowledge that the facts contained in this letter are accurate and complete.

cc: Charged Party Rep.  
(Name & Address)